

## SELF-SERVICE CENTER

### INSTRUCTIONS: HOW TO FILL OUT THE MOTION FOR MORE TIME TO SERVE THE OTHER PARTY

**USE THIS FORM ONLY** if you have received a notice from the court telling you that your case will be dismissed because you have not served the other party and you need more time to serve the other party. Make sure you file this form before your case is scheduled to be dismissed. Here are the instructions and a step-by-step guide to filling out the **"Motion for More Time to Serve the Other Party."**

- STEP 1:** ☐ Make sure your form is titled **"Motion for More Time to Serve the Other Party."** Type or print using black ink only.
- STEP 2:** ☐ In the top left corner of the first page, fill out the following: Your Name; Address; City, State and Zip Code; Telephone Number; and your ATLAS Number, if you are receiving or have received AFDC from the Arizona Department of Economic Security. If you are represented by an attorney, the attorney should fill out this form and put his or her bar number. Then check the box to say whether you are representing yourself or you are represented by an attorney.
- STEP 3:** ☐ Fill in YOUR name in the space that says "Name of Petitioner/Plaintiff" if you filed the original action. If the other party filed the original action, they will be the Petitioner/Plaintiff. In the space that says "Name of Respondent/Defendant," fill in the name of the Respondent/Defendant that has been used throughout your case. Whoever was the Respondent/Defendant for the original action will be the Respondent/Defendant for any other papers related to this case.
- STEP 4:** ☐ Fill in your case number where it says "Case Number." Your case number stays the same any time you file any papers in your case. Then fill in the name of the judge assigned to your case. If you do not know the name of the Judge assigned to your case, call the court where your case was filed:  
Family Court Administration (Downtown Phoenix) 602-506-7879 or 602-506-1561  
Family Court Administration (Mesa) 602-506-2021  
Civil Court Administration (Downtown Phoenix) 602-506-1497  
Civil Court Administration (Mesa) 602-506-2021  
Court Administration (Surprise) 602-372-9400
- STEP 5:** ☐ Write in your name in the space provided.
- STEP 6:** ☐ **REASONS.** Write in the reasons why you need more time to serve the other party. You must have good reasons or good cause why you need more time or the Judge will not give you more time.
- STEP 7:** ☐ **REQUESTS TO THE COURT.** Check the box to tell the Judge how many more days you need to serve the other party.
- STEP 8:** ☐ **DATED:** Write in the day, month and year you signed the Motion in the space provided. Then sign your name. Then check the box to say whether you mailed or delivered the Motion to the Judge. Write in the day, the month and the year you mailed/delivered the documents, and the name of the Judge you mailed or delivered the documents to. Then sign your name to tell the Court that you gave/mailed the papers to the Judge.
- STEP 9:** ☐ After you have filled out the **"Motion for More Time to Serve the Other Party,"** read the Self-Service Center form called **PROCEDURES: WHAT TO DO WITH THE MOTION FOR MORE TIME TO SERVE THE OTHER PARTY NOW THAT YOU HAVE FILLED IT OUT.** This will tell you what you need to do next.